



Plan Check Number
(Official Use Only)

Sign Permit Application

Note: Applications cannot be submitted without a business license number & written approval from the property owner.

Date: _____ Project Name: _____

Job Address: _____ Suite: _____ Zip Code: _____

Business Name: _____ Business License: _____

Business Owner: _____ E-mail: _____

Phone: _____ Fax: _____

Address: _____

Contractor Name: _____ ROC Number: _____ Scottsdale License: _____

Phone: _____ Fax: _____ E-mail: _____

Address: _____

Single Tenant Building? ☐ Yes ☐ No

Name of Building/Complex: _____

Number of Stories: _____

Front Footage of Business (Bldg): _____

Sign Specifications:

	Sq Ft	Location*	Use	Lighting
Sign 1				
Sign 2				
Sign 3				
Sign 4				
Sign 5				

*Building elevation (N, E, S, W) where sign to be installed or 'Freestanding' location.

Associated Case(s) ☐ Development Review: _____ ☐ Staff Approval: _____

☐ Board of Adjustment: _____

Sign Permit Submittal Requirements: *Submit 3 copies of each drawing; no plans exceeding 24" x 36" will be accepted.*

1. Site plan & floor plan showing the location of the business.
2. Color building elevations with *all* associated frontage measurements (for freestanding signs, include elevations showing relationship to surrounding buildings, landscaping & streetscape).
3. Color sign specifications: text, lighting, section details, font style & size, type of materials, measurements & engineering for any proposed freestanding sign(s).
4. A written description or a drawing on the sign plan or site plan/floor plan showing how the sign will be accessed for inspection.
5. Property owner approval letter for the proposed sign(s).

Applicant Name (please print) _____

Applicant Signature _____

Date _____

Official Use Only:

Request: ☐ Approved Sign Tag Number(s): _____ Staff Initials: _____

Fees: _____ + _____ + _____ + _____ + _____ + _____ = _____
Sign 1 Sign 2 Sign 3 Sign 4 Sign 5 Base Fee TOTAL

Planning & Development Services Department

7447 E Indian School Road, Suite 105, Scottsdale, AZ 85251 • Phone: 480-312-2500 • Fax: 480-312-7088



Sign Permit Application

Submittal Specifications

A. Freestanding Signs:

- _____ 1. Provide distance from leading edge of sign to back of curb.
- _____ 2. Provide distance from the centerline of road to the leading edge of sign.
- _____ 3. Provide distance from any driveway to the sign.
- _____ 4. Indicate any utilities near sign.
- _____ 5. Provide sign height from adjacent street grade.
- _____ 6. Provide engineering & footing details of the sign.
- _____ 7. Indicate sight distance triangle if located at street intersection or driveway intersection
(see DS&PM chapter 5, Section 5-3.118 & Appendix 5-3A or 5-3B – www.scottsdaleaz.gov/design/dspm)

B. Wall Signs:

- _____ 1. Provide front footage of business parallel to street or primary entrance.
- _____ 2. Provide elevation view indicating sign location & its frontage measurements.
- _____ 3. Provide dimension of sign from top of roof, side of building, and from any facade elements. (windows, doors, awnings, etc.,)
- _____ 4. Provide height of sign from grade.
- _____ 5. Provide height of building.

C. Sign Face:

- _____ 1. Show height and length of sign structure (Individual letters to be enclosed within the smallest regular geometric figure)
- _____ 2. Show height and length of all wording, horizontal spacing and insignia.
- _____ 3. Show color and materials of sign structure.
- _____ 4. Sign must predominantly display business name as it appears on City of Scottsdale Business License.
Business License required for processing of application.
- _____ 5. Leading letter height must be uniform in the business name.
- _____ 6. Modifiers, words describing products or services, not to exceed 50% of height of business name. Two (2) modifiers allowed per business identification sign.
- _____ 7. Logo size cannot exceed 25% of the business name.
- _____ 8. Show color and texture of background material of sign.

D. Miscellaneous:

- _____ 1. **Provide a Letter of Authorization from property owner. Required for processing of application.**
- _____ 2. For multi-tenant complex, consult its *Master Sign Program* for type, color, and style regulations.
- _____ 3. On buildings over one story, indicate floors on elevation plan.
- _____ 4. Provide a site plan.
- _____ 5. Provide a floor plan for tenant space within a multiple tenant building & show all frontage lengths.
- _____ 6. Provide installation detail/section drawing of sign.
- _____ 7. **Provide a written description or a drawing on the sign plan or site plan/floor plan showing how the sign will be accessed. Required for sign inspections.**

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